



CALIFORNIA
STATE
GOVERNMENT



Office of Statewide Health Planning and Development

Open

4SH25

Associate Architect

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY	This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.
HOW TO APPLY:	Applications (State Form 678) are available and may be filed in person, or by mail with the Office of Statewide Health Planning and Development, Personnel Office, Attention: Valerie Kimura, 1600 9th Street, Room 350, Sacramento, California 95814.
FINAL FILING DATE	Continuous – You may only apply once in any consecutive 24 months period. Applications will be accepted on a continuous basis and an examination scheduled as needed.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.
SALARY RANGE	\$4867 - \$5914
ELIGIBLE LIST INFORMATION	A open eligible list will be established for the Office of Statewide Health Planning and Development. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><i>NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.</i></p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Possession of a valid certificate of registration as an Architect issued by the California State Board of Architectural Examiners is required. (Applicants who are eligible to apply for registration will be admitted into the examination but must possess a valid certificate of registration to be eligible for appointment.)</p> <p>Either I</p> <p>Two years of experience in California State service performing the duties of an Architectural Designer, Range B, or Architectural Assistant.</p> <p>Or II</p> <p>Experience: Four years of architectural experience in an architectural office which is engaged in the planning and designing of a wide variety of buildings. and</p> <p>Education: Equivalent to graduation from college with major work in architecture. (Additional qualifying experience may be substituted for the required education on a year-for year basis.)</p> <p><i>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</i></p>
SPECIAL PERSONAL CHARACTERISTICS:	Demonstrated creative and artistic ability.
POSITION STATEMENT	This is the full professional level. Incumbents, under general supervision, are assigned either to architectural design projects or full management responsibility for projects.
POSITION EXIST AT	Positions exist in Sacramento and Los Angeles only with the Office of Statewide Health Planning and Development.
EXAMINATION INFORMATION	<p>The size of the candidate group will determine the type of examination administered. The interview or application review will be scheduled when we have a sufficient applicant pool. The exam will either consist of:</p> <p>1. A qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p> <p>Or</p> <p>An evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in <u>accurately and completely filling out their application</u>. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
SCOPE	<p>In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <p>1. Architecture, architectural practice, details of planning and designing of public buildings, and groups of buildings;</p> <p>2. architectural and building materials;</p>

	<div>BRD: 03/05/04</div> <div><div><div><div><div>3.</div><div>costs, codes, and construction methods;</div></div><div><div>4.</div><div>structural, electrical, and mechanical engineering as related to buildings.</div></div></div><div><div>B.</div><div>Ability to:</div><div><div><div>1.</div><div>Make and analyze comprehensive architectural designs;</div></div><div><div>2.</div><div>present information clearly and effectively in pictorial and written forms;</div></div><div><div>3.</div><div>analyze situations accurately, and adopt an effective course of action.</div></div></div></div></div></div>
VETERANS PREFERENCE	Veteran’s preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.
QUESTIONS?	If you have any questions concerning this examination, please contact the Examination Services Unit at (916) 654-2752.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Personnel Office at (916) 654-2752, three days prior to the test date if he/she has not received his/her notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local office of the Employment Development Department and Office of Statewide Health Planning and Development.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the other candidates, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all components will be notified.

EXAMINATION LOCATIONS: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recent of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development

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Personnel Office, 1600 9th Street, Room 350, Sacramento, California 95814, (916) 654-2752
California Relay Telephone Service for the deaf or hearing impaired:
TDD Voice 1-800-735-2922 Refer to (916) 654-2752